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STATE OF HAWAII
HAWAII PUBLIC HOUSING AUTHORITY
1002 NORTH SCHOOL STREET
POST OFFICE BOX 17907
HONOLULU, HAWAII 96817

IN REPLY PLEASE REFER TO:
17:CPO/394

December 26, 2017

TO: Interested Parties

FROM: Rick T. Sogawa 
Procurement Officer

SUBJECT: Invitation for Bids No. PMB-2017-53, Addendum No. 3
Written Translation Services of Various Violence Against Women Act
Documents for the Hawaii Public Housing Authority

This Addendum No. 3 is to provide the minutes to the Pre-Bid Conference conducted on December 7, 2017. See attached Pre-Bid Conference meeting minutes.

If you have any questions, please call Rick Sogawa, IFB Coordinator at (808) 832-6038.
Thank you.



Pre-Bid Conference
IFB PMB-2017-53
Furnish Written Translation Services of Various Violence Against Women Act Documents for the Hawaii
Public Housing Authority

December 7, 2017
9:00 am
HPHA – Building A Conference Room No. 1

I. Welcome & Introduction

- **Introduction/ Role:**
IFB Coordinator – Rick Sogawa; Rick will be the main point of contact throughout the IFB process up until contract execution; will be responsible for issuing the bid, conduct the bid opening, issue award and non-award letter, and work with the awardee on executing the contract.

Contract Administrator – Earl Nakaya; Earl will be the main point of contract once the contract is executed; will be responsible for monitoring the performance of the Contractor and process payments.
- **Purpose:**
This Conference is to highlight certain areas of the however bidders are responsible for the full content of the IFB. Submission of a bid shall be regarded as the bidder's assurance that he/she is willing and able to comply with all aspects/requirements of the IFB.

II. Section 1 – Administrative Overview

- **Procurement Timeline:**
Written Questions Due: 12/8/2017
Written Responses Due: 12/12/2017 or as soon as practicable
Bid Submittal Deadline: Received no later than 10:00am, HST, Wednesday, 12/20/2017
Bid Opening: 10:15am, 12/20/2017
Notice of Award: December 2017 / January 2018
Contract Execution: January 2018
Contract Start Date: 1/15/18 or upon issuance of the Notice to Proceed
- **Submission of Sealed Bids:**
Sealed bids must be hand delivered or postmarked by United States Postal Service (USPS) and delivered to the HPHA Central Files Office located at 1002 North School Street, Building D, Honolulu, Hawaii 96817 not later than 10:00 a.m. HST, Wednesday, December 20, 2017.

Sealed bids post-marked prior to the specified bid due date and time but received after the specified bid due date and time shall be considered late and shall be rejected.

Bids offers shall be submitted in a sealed envelope identified as a sealed bid in response to this IFB (IFB No. PMB-2017-53). Any bid document submissions not sealed and

identified with the IFB number on the envelope or submitted via electronic mail or facsimile shall be automatically rejected.

- **Wage and Labor Law Compliance:**
Prior to entering into a Contract in excess of \$25,000, certify that services to be performed shall be performed by employees paid at wages not less than wages paid to public officers and employees for similar work. At this time no positions with the State employment system have been identified where bidders would be required to pay their employees the similar wage rate however bidders are still required to submit the signed certificate. See Attachment 2 – Wage Certificate.
- **Notice of Award:**
Award will be made to the responsive and responsible bidder submitting the lowest Grand Total bid. The Grand Total Bid Price is the sum of all service items for the initial 30-day period.

Protests:

- Actual/prospective bidder may protest the solicitation or award of services only for a serious violation of procurement policies and operational procedures. Protests shall be submitted in writing within 5 business days after the posting of an award to:

Mr. Hakim Ouansafi
Executive Director
PO Box 17907
Honolulu, HI 96817

III. Section 2 – Specifications

- **Qualifying Requirements:**
Demonstrate compliance with Federal and State laws (IRS, Dept. of Taxation, DCCA, DLIR), submit certificates or HCE Certificate of Vendor Compliance with bid documents and upon contract award to demonstrate compliance with these requirements.

- **Insurance requirements:**

<u>Coverage</u>	<u>Limit</u>
Commercial General Liability	\$2,000,000.00 combined single limit per occurrence for bodily injury and property damage.
Automobile Insurance covering all owned, non-owned and hired automobiles.	Bodily injury liability limits of \$1,000,000.00 each person and \$1,000,000.00 per accident and property damage liability limits of \$1,000,000.00 per accident OR

Combined single limit of \$2,000,000.00.

Workers Compensation as required by applicable State laws. Insurance to include Employer's Liability. Both such coverages shall apply to all employees of the Successful Bidder and (in case any sub-contractor fails to provide adequate similar protection for all his employees) to all employees of sub-contractors.

May use an umbrella policy to supplement the coverage requirements for general liability, auto and workers compensation provided that the HPHA approves and it follows the underlying coverage forms

The State of Hawaii, HPHA shall be named as additional insured

Insurance coverages shall be kept in effect during the entire term of the contract.

- Section 3 of the U.S. Housing Act of 1968:
To the greatest extent possible, ensure that employment and other economic opportunities generated by HUD assistance or HUD assisted projects, be directed to low- and very-low income persons, particularly persons who are recipients of HUD assistance for housing.

Some of the requirements may include: vacancy/recruitment announcements posted at our public housing offices targeting the low- and very-low income residents, quarterly new hire report.

Specific requirements will be provided to the Successful Bidder. Sample recruitment announcements and reports may be provided to the Successful Bidder.

- Single award:
Single award to be made; initial term will be for 30 calendar days with up to 30 calendar days of options to extend; any extension period shall be exercised at the sole discretion of the HPHA.
- Management Requirements:
The Successful Bidder shall have the ability to provide translation and formatting services in the following 11 target languages: 1) Traditional Chinese; 2) Simplified Chinese; 3) Korean; 4) Samoan; 5) Tongan; 6) Chuukese; 7) Marshallese; 8) Tagalog; 9) Ilocano; 10) Vietnamese; and 11) Spanish.

Have a minimum of three (3) consecutive years of experience in the translation business.

Use translators who are authorized or qualified by the American Translators Association and/or other approved translator programs. Machine generated translations shall not be allowed.

Use appropriate staff who have special knowledge and understand how to handle the targeted languages when formatting those texts for ensuring that the completed formatted forms render the source language message

Submit a comprehensive list of all translators who will be utilized to meet the terms of the Contract within three (3) days of the Notice to Proceed.

Keep file information regarding each translated document and make this information available to the HPHA upon request.

Have the capacity to handle and have the essential staffing and equipment to respond, deliver, and complete work within the time frame specified in this Scope of Services.

Be responsible for all costs associated with the completion of each translation, including staff time, office equipment, including without limitation, printing, computer hardware and software, discs, etc., supplies and other necessary materials.

Provide information regarding translation memory software. The HPHA requires the use and sharing of translation memory software to leverage costs and ensure compatibility with tools currently used by the HPHA.

Use English as the base language for calculating per word translation costs. The English word counts will be determined using Microsoft Word's word count feature.

Translate documents in the native format unless specified by the HPHA. Such native format includes, at the minimum, Microsoft Word, Microsoft Excel, and Adobe PDF or other equivalent.

Have the ability to store and manipulate translated texts and combine them into necessary multiple documents.

Maintain "live" files of completed translation, as requested.

Have a billing system that accurately details the costs for each translation project.

- **Scope of Work:**
The documents requiring translation will be provided by the HPHA and will be in English.

The HPHA has identified, at minimum, eight (8) HPHA forms that require translation in the target languages with, a minimum of 29,464 total words.

The Successful Bidder shall provide effective, quality and timely translation, and formatting services in the following 11 target languages: 1) Traditional Chinese; 2) Simplified Chinese; 3) Korean; 4) Samoan; 5) Tongan; 6) Chuukese; 7) Marshallese; 8) Tagalog; 9) Ilocano; 10) Vietnamese; and 11) Spanish, unless otherwise indicated by the HPHA. All work completed shall become the property of the HPHA.

Scope of work is covered on pages 24 – 29. Please read through carefully.

IV. Section 3 – Bid Offer Form and Instructions

- Bid Offer Forms

The Bid Offer Form must be completed and submitted to the HPHA by the required due date and time and in the form prescribed by the HPHA.

- Bidders are reminded to submit the following certifications and documentations along with the Bid Offer Form:
 - Department of Labor and Industrial Relations, Certificate of Compliance with section 3-122-112, HAR, Form LIR#27;
 - Department of Commerce and Consumer Affairs, Certificate of Good Standing;
 - Hawaii State Tax Clearance Certificate;
 - Federal Tax Clearance Certificate;
 - Wage Certificate;
 - Corporate Resolution evidencing who is authorized to sign bid and contractual documents on behalf of the bidder; and

In lieu of providing separate certificates for items A, B, C, and D above, bidders may register via Hawaii Compliance Express (HCE), an online application at <http://vendors.ehawaii.gov/hce/> and submit the HCE Certificate of Vendor Compliance instead.

See Attachment 21 – Bid Submittal Checklist

V. Section 4 – Bid Evaluation and Award (Pg. 42)

- All bid offers received by the due date and time will be reviewed by the HPHA.
- Award shall be made to the responsible and responsive bidder submitting the lowest Grand Total Bid Price on the Bid Offer Form. The Grand Total Bid Price is the sum of all service items for the 30-calendar day period. To be considered a responsive bid and eligible for award, the bidder shall submit a bid price for all services listed, complete the Bid Offer Form in its entirety, and conform to all requirements of the IFB.

VI. Section 5 – Attachments

- Attachments 1, 2 and 12 are to be submitted to the HPHA. All other attachments are for information purposes.

VII. Conclusion:

- Thank you for attending the Pre-Bid Conference.